

**CONFIDENTIAL****ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM

Director, Foreign Broadcast  
Information Service

EXTENSION

NO.

FBIS-1425/85

25X1

DATE

28 May 1985

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Science and Technology  
Room 6E45 - Headquarters

2.

3. Director of Personnel  
Room 6N20

4.

5.

6.

7.

8. Director, Foreign  
Broadcast Information  
Service

9. 1013 Key Building

10.

11.

12.

13.

14.

15.

Request approval of Sunday  
Premium Pay for GS-06 part-time  
administrative assistant at the  
FBIS Jordan Bureau.

25X1

25X1

**CONFIDENTIAL**

~~CONFIDENTIAL~~

FBIS-1425/85

28 MAY 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

FROM:   
Director, Foreign Broadcast Information Service

25X1

SUBJECT: Approval of Sunday Premium Pay for GS-06 Part-time  
Administrative Assistant at the FBIS Jordan Bureau

1. Paragraph 3 contains a recommendation for your approval of payment of Sunday premium pay to  a part-time external-contract employee at FBIS' Jordan Bureau.

25X1

2.  is the administrative assistant at our Jordan Bureau. The regular office hours for the bureau are from 0700 to midnight, Sunday through Thursday. The Friday-Saturday weekend coincides with the workweek schedule in a Moslem country. Sunday duty is required as a part of  regular schedule and is in support of the FBIS mission of providing broadcast coverage in Amman.

25X1

25X1

3. It is therefore requested that authorization for payment of Sunday premium pay for Mrs. Hanks be granted.

25X1

 *for*

CONCUR:

\_\_\_\_\_  
Deputy Director for Science and Technology\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Director of Personnel\_\_\_\_\_  
Date

25X1

~~CONFIDENTIAL~~

SUBJECT: Approval of Sunday Premium Pay for GS-06 Part-time  
Administrative Assistant at the FBIS Jordan Bureau

• DDS&T/FBIS/Pers, [REDACTED] (8 MAY 85)

25X1

Distribution:

Orig - Addressee (Return to D/FBIS)

3 - DDS&T

1 - D/Pers

✓1 - D/FBIS Chrono

1 - JDC Corres File

1 - AS Chrono

1 - P&TB

1 - 201 File, [REDACTED]

1 - FBIS Registry

25X1